



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Employment Equity Standard Operating Procedure      PROCEDURE NO: CS-03-014-04

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014      AMENDMENT DATE:

### 1.0 Specific Objectives

Lac La Biche County is an equal opportunity employer and is committed to the Principles of Employment Equity and providing equal opportunities for employment for all qualified individuals.

### 2.0 Procedures

To promote the full participation and advancement of members of designated groups (women, indigenous peoples, members of visible minorities and persons with disabilities) in the Lac La Biche County workforce, the County shall strive:

- 2.1 To develop policies, programs, practices and traditions that facilitate the full participation and advancement of members of designated groups in Canada by eliminating direct, indirect and systemic discrimination including harassment;
- 2.2 To implement such special measures to attract, retain and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
- 2.3 To ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff;
- 2.4 To recruit and retain staff on the basis of individual merit and achievement, while ensuring that all persons and in particular, members of designated groups, will have genuine, open and unhindered access to employment opportunities free from artificial barriers;
- 2.5 To achieve equality in the workplace so that no member of a designated group is denied employment opportunities or benefits for reasons unrelated to ability by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

### 3.0 Guidelines

Employment equity recognizes the value and dignity of each individual and ensures that each individual will have genuine, open and unhindered access to employment opportunities, free from artificial barriers, whether systemic or otherwise.

Employment equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons.

Accordingly, we seek to fully integrate the Principles of Employment Equity with our other human resources policies and procedures in order to ensure that all present and potential employees receive equitable treatment in all matters related to employment.

“Original Signed”  
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Chief Administrative Officer

November 8, 2013  
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Date